



# TUTORIAL Ms. ACCESS 2010 ke-3

Cara Membuat FORM



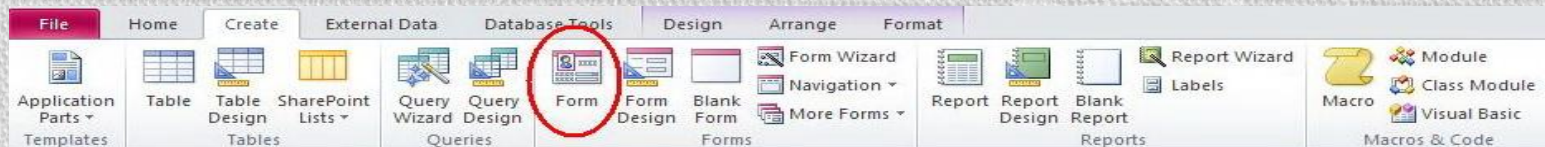
Seperti biasa kita akan membuka DATABASE sebelumnya yang sudah kita buat di Tutorial sebelumnya okeh sobat.

Sekarang kita akan membuat FORM. Bagaimana caranya ya. Yuk langsung saja ke TKP.

Begini caranya:

Pertama kita buka dahulu database sebelumnya.

Lalu seperti biasa kita pilih *create>form*



\*Secara otomatis akan keluar tampilan seperti ini



Q\_REKAP\_PEMBELIAN F\_PEMBELIAN F\_PEMBELIAN1

## F\_PEMBELIAN

|                 |       |
|-----------------|-------|
| KODE BARANG     | B01   |
| NAMA BARANG     | BUKU  |
| HARGA BELI      | 25000 |
| JUMLAH BELI     | 2     |
| TOTAL_PEMBELIAN | 50000 |

Record: 14 1 of 7 No Filter Search

**Property Sheet**  
Selection type: Text Box

KODE BARANG

Format Data Event Other All

|                       |                    |
|-----------------------|--------------------|
| Name                  | KODE BARANG        |
| Control Source        | KODE BARANG        |
| Format                |                    |
| Decimal Places        | Auto               |
| Visible               | Yes                |
| Text Format           | Plain Text         |
| Datasheet Caption     |                    |
| Show Date Picker      | For dates          |
| Width                 | 17,328cm           |
| Height                | 0,635cm            |
| Top                   | 0,608cm            |
| Left                  | 4,101cm            |
| Back Style            | Normal             |
| Back Color            | Background 1       |
| Border Style          | Solid              |
| Border Width          | Hairline           |
| Border Color          | Background 1, 0    |
| Special Effect        | Flat               |
| Scroll Bars           | None               |
| Font Name             | Calibri (Detail)   |
| Font Size             | 11                 |
| Text Align            | Left               |
| Font Weight           | Normal             |
| Font Underline        | No                 |
| Font Italic           | No                 |
| Fore Color            | Text 1, Lighter 2! |
| Line Spacing          | 0cm                |
| Is Hyperlink          | No                 |
| Display As Hyperlink  | If Hyperlink       |
| Hyperlink Target      |                    |
| Gridline Style Top    | Transparent        |
| Gridline Style Bottom | Transparent        |
| Gridline Style Left   | Transparent        |
| Gridline Style Right  | Transparent        |

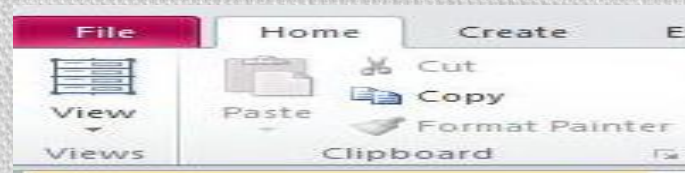
**Selesai sudah kita membuat FORM. Kita tinggal men-savenya saja seperti biasa (CTRL+S)**



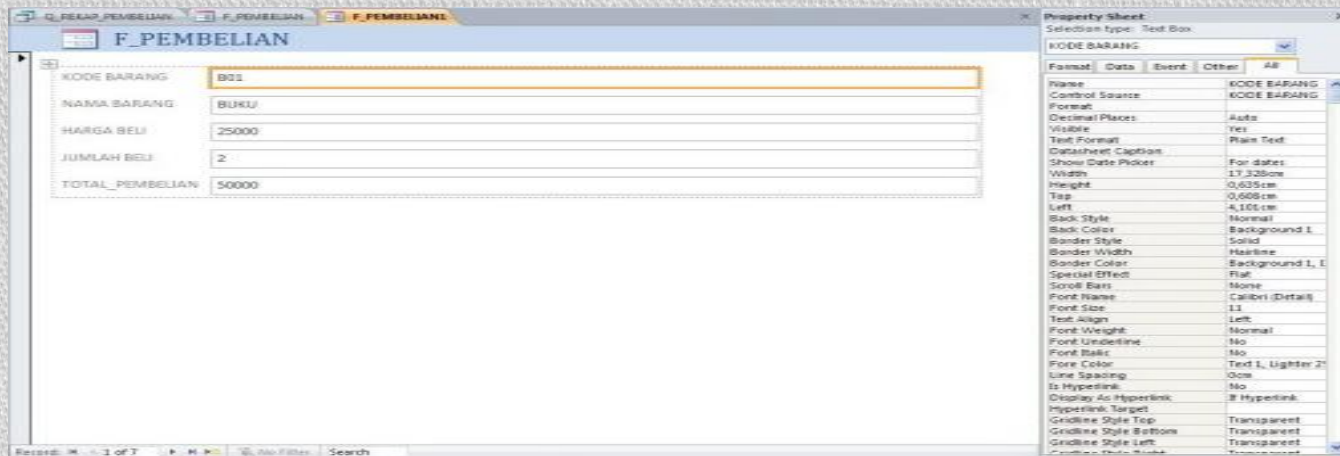
Bagi sobat yang ingin mendesignnya background/latar belakang gampang kok caranya

Langsung saja kita ke TKP.

Pertama pilih menu toolbar **HOME** lalu pilih **VIEW**.

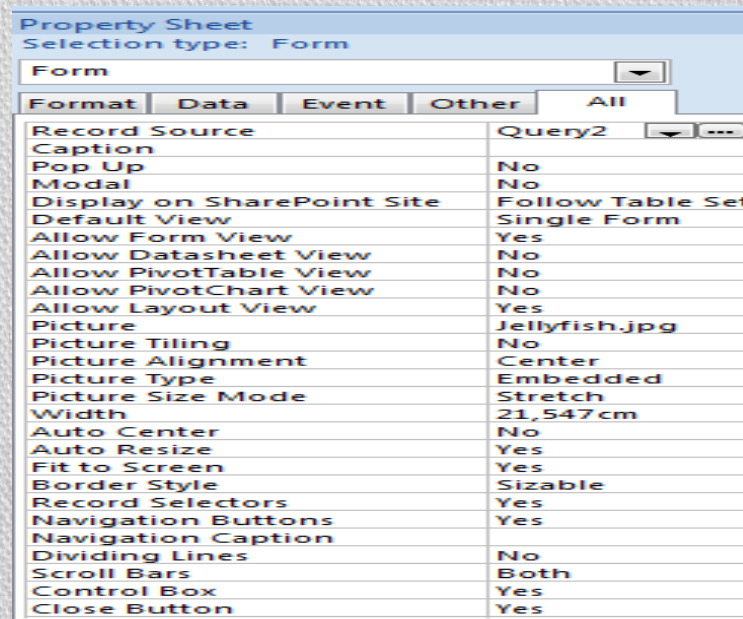


Lalu akan muncul tampilan seperti ini.





Lalu pilih tab properties. Cari picture untuk mengganti gambar background.



| Property Sheet             |                  |       |       |     |
|----------------------------|------------------|-------|-------|-----|
| Selection type: Form       |                  |       |       |     |
| Form                       |                  |       |       |     |
| Format                     | Data             | Event | Other | All |
| Record Source              | Query2           |       |       |     |
| Caption                    |                  |       |       |     |
| Pop Up                     | No               |       |       |     |
| Modal                      | No               |       |       |     |
| Display on SharePoint Site | Follow Table Sel |       |       |     |
| Default View               | Single Form      |       |       |     |
| Allow Form View            | Yes              |       |       |     |
| Allow Datasheet View       | No               |       |       |     |
| Allow PivotTable View      | No               |       |       |     |
| Allow PivotChart View      | No               |       |       |     |
| Allow Layout View          | Yes              |       |       |     |
| Picture                    | Jellyfish.jpg    |       |       |     |
| Picture Tiling             | No               |       |       |     |
| Picture Alignment          | Center           |       |       |     |
| Picture Type               | Embedded         |       |       |     |
| Picture Size Mode          | Stretch          |       |       |     |
| Width                      | 21,547 cm        |       |       |     |
| Auto Center                | No               |       |       |     |
| Auto Resize                | Yes              |       |       |     |
| Fit to Screen              | Yes              |       |       |     |
| Border Style               | Sizable          |       |       |     |
| Record Selectors           | Yes              |       |       |     |
| Navigation Buttons         | Yes              |       |       |     |
| Navigation Caption         |                  |       |       |     |
| Dividing Lines             | No               |       |       |     |
| Scroll Bars                | Both             |       |       |     |
| Control Box                | Yes              |       |       |     |
| Close Button               | Yes              |       |       |     |

Lalu pilih gambar sesuai keinginan kita. Alangkah baiknya kita menggunakan gambar yang beresolusi 1000 x 1250, tapi itu cuman saran saya.

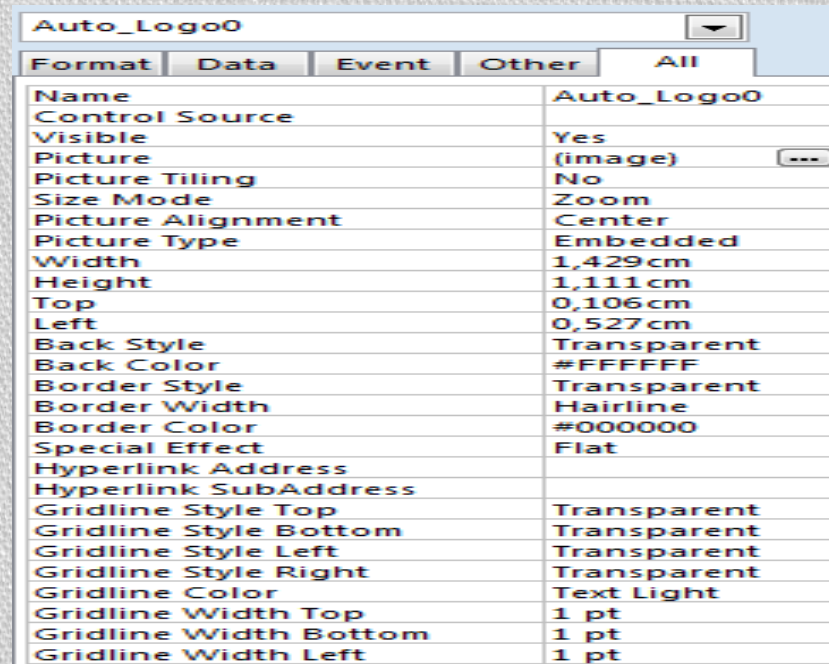
Dan untuk mengganti logo.





Begini caranya.

Pertama kita klik logonya dahulu. Lalu cari picture di *tab properties* lalu cari picture kembali cari gambar logo yang kita inginkan.



Setelah kita memilih gambar logo. Selesai sudah kita mendesignnya  
Selanjutnya kita save dan beri nama **F\_Pembelian**.



**Saya akan menggunakan background rumput dan logonya burung. Begini hasilnya:**



The screenshot shows a web application window titled "F\_PEMBELIAN". The main content area has a green grass background and a bird logo in the top left corner. The title "REKAP PEMBELIAN" is displayed in the top right. Below the title, there is a form with five rows of input fields. The first four rows are for "KODE BARANG", "NAMA BARANG", "HARGA BELI", and "JUMLAH BELI". The fifth row is for "TOTAL PEMBELIAN". The values entered in the fields are 801, BUKU, 25000, 2, and 50000 respectively.

|                 |       |
|-----------------|-------|
| KODE BARANG     | 801   |
| NAMA BARANG     | BUKU  |
| HARGA BELI      | 25000 |
| JUMLAH BELI     | 2     |
| TOTAL PEMBELIAN | 50000 |



SEKIAN TUTORIAL DARI SAYA  
SEMOGA BERMANFAAT BAGI KITA SEMUA